



M E M O R A N D U M
#2005-13

TO: Chief Fiscal Officers

FROM: Karen Field Rogers
Director of Fiscal Operations

DATE: December 1, 2004

SUBJECT: FY 2005 Expenditure Report for December 2004

Enclosed is the daily Validity Balance Report as of November 30, 2004. In accordance with our Mass Memo #2005-01, this report will help you prepare the monthly Expenditure Report due in the Budget Office no later than Monday, December 6, 2004. Projections on your complete budget must be reported. Please follow the format provided in the Mass Memo #2005-01.

Personnel costs should be based on expenditures through November 30, 2004. Your allocation of Personnel Costs contained in the Budget Office's Contingency Account should be added to your appropriated amount to determine your surplus or deficit in Personnel Costs.

This report must be based on actual expenditures through November 30, 2004 and a projection for the remainder of the fiscal year.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact me at (302) 739-3323. Reports can be either faxed to the Budget Office at (302) 739-5661 or e-mailed to me at Karen.Field.Rogers@state.de.us.

KFR:gsm
Enclosure
cc: Fiscal and Policy Analysts

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